

Mississippi Department of Archives and History

Archives and Records Services Division
Senior Systems Administrator (Electronic Archives)

Starting Annual Salary: \$41,164.13 plus benefits
Deadline for Receiving Applications: September 8, 2017

The Mississippi Department of Archives and History (MDAH) Electronic Archives section seeks qualified candidates to serve as a senior systems administrator to support the growth and maintenance of its digital repository. The successful candidate will work as a member of a team, with duties that include:

- assisting the section's systems manager with the design, implementation, management, and maintenance of databases and database system applications to support section work
- ensuring the authenticity and integrity of data received and maintained by the section
- organizing, maintaining, converting, and preserving archival born-digital and digitally reformatted electronic records and materials
- helping provide access to electronic archives collections through the use of appropriate web search interfaces and databases
- assisting in managing digital archival repository infrastructure and the section's server farm, including security, redundancy, backup procedures/routines, and monitoring storage space

Preferred skills, knowledge and experience:

- Linux system administration skills (preferred: Ubuntu)
- Experience with backup and recovery planning
- Familiarity with open-source digital preservation systems and tools
- Familiarity with Dublin Core metadata standard
- PostgreSQL and MySQL database administration
- PHP (preferred: Laravel framework) and shell scripting
- XML, SCSS, and Javascript (preferred: Vue)

Education and experience must meet one of the following criteria:

- Bachelor's degree from an accredited four-year college or university in information science, computer science or a related field and two (2) years of directly related experience
- Associate's degree in information science, computer science or a related field and four (4) years of directly related experience
- Graduation from a standard four-year high school or equivalent (GED) and six (6) years of directly related experience

Related education and directly related experience may be substituted on an equal basis.

The Mississippi Department of Archives and History (MDAH) collects, preserves, and provides access to the government records and historical resources of Mississippi. Its non-circulating collection is the largest publicly accessible collection of manuscript, print, audiovisual and electronic materials relating to the state. Holdings include more than 57 TB of born-digital and digitized materials, 100,000 published items, 45,000 cubic feet of state records and manuscript collections, 250,000 images, and 200+ newspaper titles. For more information on the Department, go to <http://www.mdah.ms.gov>.

MDAH is an Equal Opportunity Employer.